



Research Administration Forum

May 9, 2019

Marcia Smith

Associate Vice Chancellor for Research

Agenda

- **Welcome and Announcements** – *Marcia Smith*
- **Extramural Fund Management** – *Andrew Merki, Ricky Lee & Yoon Lee*
 - PPS Expense Transfer Deadline, FY18-19 Fiscal Closing Schedule, UCPATH Salary Cap/MCOP Worksheet
- **Research Policy & Compliance** – *Cicili Brown*
 - eDGE Updates
- **Office of Human Research Protection Program Updates** – *Moore Rhys*
 - HIPAA Forms for Research, Updated Guidance Documents, OHRPP Training Opportunities
- **Office of Contract and Grant Administration** – *Jim Fong*
 - State of CA Indirect Costs, Updated EPASS, Foreign Influence



Extramural Fund Management

May 9, 2019

Agenda

- **Fiscal Closing for FY18-19**
- **PPS Payroll expense transfers**
- **UCPath Salary Cap/MCOP worksheet**

Fiscal Year 2019 (FY19) Closing

Andrew Merki

FY19 Closing

Closing Schedule

- **Fiscal Year End (FYE) Closing is around the corner**
- **Corporate Financial Services (CFS) released the “FY19 Close Letter and Disposition of Funds” on Wednesday, May 1st**
- **The letter along with fiscal closing instructions and details are available on the CFS Website**
 - <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>

FY19 Closing

Reconciling and Recording Expenses

- **What should I do now starting in May and continuing through FYE Close?**
 - Review the fiscal closing letter and schedule to identify deadlines applicable to your area
 - Conduct your monthly reconciliation and ledger review to:
 - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
 - Process cost transfers for adjustments, if needed
 - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office timely
 - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY19

FY19 Closing

Expense Transfer Deadlines for EFM Review

- **Payroll Expense Deadlines**

Pay Day	Pay Cycle	Pay Period	Roster is Available & Monthly Maintenance (MM)	Last Day to...			Pay Compute*
				Process Web Expense Transfer for Review by EFM	Update EDB & Affect Roster	Enter Time on the Roster	
06/26/19	B1	06/02-06/15	06/11/19	06/14/19	06/18/19	06/19/19	06/20/19
07/01/19	MO	06/01-06/30	06/12/19	06/18/19	06/20/19	06/21/19	06/24/19
07/10/19	B2	06/16-06/29	06/24/19	06/27/19	07/01/19	07/02/19	07/03/19

← **EFM PPS Payroll Expense Transfer Deadlines**

- **Non-Payroll Expense Deadlines**

- **By 10:00am on June 24th** - Departments must submit invoices to Accounts Payable for FY19
- **By 5:00pm on July 8th** - Departments must submit non-payroll cost transfer to EFM for review

- **There are no guarantees for review if expense transfers are submitted after their deadlines.**
- **Expense transfers that are not reviewed will expire and require the department to resubmit after the Fiscal Year.**

FY19 Closing

Accrual Deadline and Overview

- **When is the deadline for submitting accruals to EFM?**
 - By 5:00 pm on July 5th
- **When are accruals required and why do they matter?**
 - The Governmental Accounting Standards Board (GASB) requires the UC/UCLA financial statements to be prepared on an “accrual basis” where expenses incurred in a fiscal year are recorded to the year which goods and services were rendered.
 - In other words, an accrual is required if a department receives an invoice for expenses that will be recorded to a research project after the AP deadline of 10:00am on June 24th.
- **How do I submit an accrual?**
 - Departments must complete the accrual Form E online, and
 - Complete a journal justification, and
 - Submit supporting documentation to EFM at EFMOperations@research.ucla.edu
 - **Note:** Accrual forms, justification template, and instructions will be made available by CFS in June

FY19 Closing

Reminder: PPS Discontinuation

Important reminder: PPS will discontinue as of July 1, 2019

- EFM standard procedure will be to not accept pre-UCPath go live payroll expense transfers debiting to sponsored project funds after PPS support discontinues.
- Department will be responsible for finding unrestricted funding source for these payroll expenses.
- If payroll expenses need to be transferred off from sponsored project funds after PPS support discontinues, EFM will require the department to submit comprehensive explanation and action plan that includes endorsement of Department CFO, CAO, Director, or an equivalent position on the explanation and action plan.
 - For additional information and full overview of PPS discontinuation, refer to January 2019 EFM RAF presentation: <http://www.research.ucla.edu/ora/training/documents/Mar-19/RAF-2019-03-EFM.pdf>

UCPath: Salary Cap/MCOP Worksheet

Yoon Lee

UCPath Funding Error Correction

- **February 27, 2019: Announcement sent to ORA listserv asking for funding error correction including step-by-step guidelines on how to correct these errors.**
- **Review payroll reports to ensure pay percentages of all positions to the sponsored projects are accurate and make correction upon discovery of errors.**
 - A delay in correcting funding entry errors will result in numerous salary cost transfers, may require revision of invoices and financial reports, and may cause the University not to be able to recover costs incurred for the sponsored projects.
 - If you are not the person completing the funding entry page in UCPath, please coordinate with those individuals in your department to make correction in UCPath.

UCPath Funding Error Correction

- Ensure all transactions in the department suspense/default account are moved to correct funding sources. ODS reports are available in CDW.
 - ODS Funding Report – No funding Info: “Add funding sources to these positions”
 - ODS Funding Report – Current and Future funding: “Remove funding end dates of the positions”

The screenshot displays the UCPath Reporting web application. On the left is a navigation menu with three items: 'Welcome', 'Systemwide Reports', and 'Internal User Reports' (which is highlighted in orange). The main content area is titled 'InternalUserReportsPages' and includes a pagination control showing 'Entries: 1 - 10'. Below this is a list of reports, each with a small icon to its left. The report 'ODS Funding Reporting - Current and Future Funding' is highlighted with a red rectangular box. Other reports in the list include 'Biweekly Accruals Report - Fringe', 'Biweekly Accruals Report - Salary and Wages', 'E708 Before After Report', 'General Accounting Labor Ledger Summary Report', 'ODS Funding Reporting - Current Funding', 'ODS Funding Reporting - No Funding Info', 'Organization Default Account charges assigned to Position Departments', 'Position Filled/Unfilled Status Report (Permanent Budget Only)', and 'Post Authorization Notice Report'.

UCPath Training Resources

<https://ucpath.ucla.edu/training>

UCLA UCPATH TRAINING

The UCPath training team is committed to providing UCLA faculty and staff with the resources they need to successfully interact with the new UCPath system.

In addition to the courses and supporting materials shared here, you can access the University of California Office of the President (UCOP) materials, such as Job Aids and User Productivity Kits (UPKs) on the UCPath Help Site.

UNIVERSITY OF CALIFORNIA UCPath

MCOP

Results for: MCOP

- View filtered outline
- Approve Position Funding Request
- Submit New Position Funding Entry Request
- Submit New Position Funding Entry Request - MCOP
- Upload Funding File
- Enter Direct Retro Funding Update - MCOP
- Employee Lifecycle - Add Position and Funding
- Initiate Rehire Template Transaction (Acad)

Use this task to add funding for a filled, single-headcount position using the Salary Cap / MCOP Funding Worksheet.

Use the Salary Cap / MCOP Worksheet, which is accessible from the Funding Entry page to set up complex funding, such as funding subject to salary cap rates or positions with multiple components of pay.

Navigation: PeopleSoft Menu > Set up HCM > Product Related > Commitment Accounting > UC Customizations > Funding Entry

Note: This page may also be available in Workcenter depending on your security access.

UNDERSTANDING YOUR CURRICULUM

UCPath training is role-based. This means that you will be required to take training courses that are related to your role in UCPath. Click on the link below to learn more about the UCPath roles and the training curriculum for each role.

What training courses do I need to take? >

How do I access the UCPath Training Courses? >

UCPATH TRAINING COURSES

All UCPath training courses will be available online via the UCLA Learning Management System (LMS). Some courses will also be offered in an in-person, instructor-led training format. Click on the link below learn more about each course, find links to each training in the LMS, and learn more about attending instructor-led trainings.

TRAINING RESOURCES & HELP

In addition the UCPath training courses, there are many resources and reference materials available to help you understand UCPath. Click the link below to review and download these resources.

Where can I get more information? >

Action Required to Prepare for Go-Live >

FEATURED JOB AIDS

[Funding at UCLA Job Aids Bundle](#)

This job aid is associated with

[Job Aid - DOS Cod to Earn Code Mapping at UCLA](#)

This job aid is associated with

[Job Aid - UCPath EMPL Classes and Codes at UCLA](#)

[UCPC Job Aid - Template Transactions Action Reason Codes Descriptions](#)

+ UCPATH TRAINING RESOURCES BY COURSE

+ ADDITIONAL UCPATH TRAINING RESOURCES

UCPath: Salary Cap/MCOP Worksheet Demo

Ricky Lee

UCPath MCOP/Salary Cap Worksheet

Ricky Lee

Dean's Office School of Medicine

Academic Personnel

Ricky Lee

Primary Title:
ADMIN ANL PRN 1

Employee ID:
10069907

Service Date:
09/19/1978

UC Customi...

Funding Entry

Funding Entr...

Edit profile

Log out

Funding Entry

Request ID: FE00043888

Set ID: LACMP | Department: 158000 Neurology | Request Status: In Progress

Fiscal Year: 2019 | Budget Begin Date: 07/01/2018 | Budget End Date: 06/30/2019

Cancel

Level: Find | View All | First 1 of 7 Last

Department | Position Pool | Position

Position Number: 400566 | PROF IN RES-HCOMP | Pool ID:

Job Data Snapshot: Personalize | Find | First 1 of 1 Last

Job details 1 | Job details 2

Name	Empl ID	Empl Rcd	Effective Date	Eff Seq	Department	Job Code	Job Code Descr	Payroll Status	Expected Job End Date	e-Verify
1			0 09/01/2018	0	158000	001726	PROF IN RES-HCOMP	Active	06/30/2019	

Funding Effective Date: 06/01/2019 | Eff Seq: 0 | Status: Active | Record Status: Saved to Database

Earnings Distribution: Personalize | Find | First 1-5 of 5 Last

Ern Cd	Seq #	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	Funding End Date	Pay Dist %
1	HSR	1	000044014	4	4011373Y	1580	39916	ADMCOR	LAFIN			8.115
2	HSR	1	000049814	4	4312871A	2000	19900	Q3F	LAFIN			91.885
3	HSP	2	000035391	4	4011371A	1580	62170		LAFIN			100.000
4	HSN	3	000035391	4	4011371A	1580	62170		LAFIN			100.000
5		4	000035391	4	4011371A	1580	62170		LAFIN			100.000

Justification document

Add Attachment | View Attachment | Delete Attachment | Budget Distribution Details | **Salary Cap / MCOP Funding Worksheet**

Approver document upload

Initiator Comment:

Ricky Lee
 Primary Title:
 ADMIN ANL PRN 1
 Employee ID:
 10069907
 Service Date:
 09/19/1978

- UC Customi...
- Funding Entry
- Funding Entr...

Salary Cap/MCOP Funding Worksheet

Empl ID: [redacted] Empl Rcd: 0
 Position Number: 4005 PROF IN RES-HCOMP
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Compensation Data Snapshot Find | View All First 1 of 1 Last

As of Date: 09/01/2018 Eff Seq: 0
 Salary Plan: APU7 Comp Freq: UC 12/12 - FY
 Salary Grade: 1 FTE: 1.000000
 Step: 1

Pay Component	Em Cd	Monthly	Annual	Percentage
X	HSR	\$29,192.47	\$350,309.640000	55.080137
X	HSP	\$1,665.86	\$19,990.300000	3.143129
Y	HSN	\$22,141.67	\$265,700.000000	41.776734
Total UC Salary		\$53,000.00	\$635,999.940000	100.000000

Default Funding Profile Find | View All First 1 of 1 Last

Effective Date: 09/01/2018 Eff Seq: 0

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1	HSR	No	000049814	4	4312871A	2000	19900	Q3F	LAFIN	100.000
2	HSR	Yes	000049814	4	4312871A	2000	19900	Q3F	LAFIN	100.000
3		No	000035391	4	4011371A	1580	62170		LAFIN	100.000
4		Yes	000035391	4	4011371A	1580	62170		LAFIN	100.000

Funding Distribution Worksheet Fin

Date of Entry: 12/12/2018 Eff Seq: 1 Last Updated By: 10068765

Begin Date	End Date	Em Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap R (Annual)
09/01/2018	09/30/2018		000048663	4	441437DG	1580	79764	ADELS		LAFIN		\$53,000.00	\$635,999.94	\$1,665.85		3.143129	3.143129			
09/01/2018	09/30/2018		000040188	4	441437DG	1580	29538	ACENTK		LAFIN		\$53,000.00	\$635,999.94	\$1,700.08		3.207698	10.760000	HHS	\$189,600.00	\$189,600
09/01/2018	09/30/2018		000079438	4	441587YA	2000	29503	GENCOR		LAFIN		\$53,000.00	\$635,999.94	\$702.69		1.325849	4.447468	HHS	\$189,600.00	\$189,600
09/01/2018	09/30/2018		000042091	4	441437DG	1580	30486	CNSNTK		LAFIN		\$53,000.00	\$635,999.94	\$1,189.62		2.244576	7.529273	HHS	\$189,600.00	\$189,600
09/01/2018	09/30/2018		000045024	4	441437DG	1580	30771	PSYCE		LAFIN		\$53,000.00	\$635,999.94	\$1,542.07		2.909585	9.759999	HHS	\$189,600.00	\$189,600

- Edit profile
- Log out

Ricky Lee

Primary Title:
ADMIN ANL PRN 1

Employee ID:
10069907

Service Date:
09/19/1978

y Component	Ern Cd	Monthly	Annual	Percentage
HSR		\$29,192.47	\$350,309.640000	55.080137
HSP		\$1,665.86	\$19,990.300000	3.143129
HSN		\$22,141.67	\$265,700.000000	41.776734
tal UC Salary		\$53,000.00	\$635,999.940000	100.000000

Default Funding Profile

Find | View All First 1 of 1 Last

Effective Date: 09/01/2018 Eff Seq: 0

Ern Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
1 HSR	No	000049814	4	4312871A	2000	19900	Q3F		LAFIN	100.000
2 HSR	Yes	000049814	4	4312871A	2000	19900	Q3F		LAFIN	100.000
3	No	000035391	4	4011371A	1580	62170			LAFIN	100.000
4	Yes	000035391	4	4011371A	1580	62170			LAFIN	100.000

Default Funding Distribution Worksheet

Find | View

Date of Entry: 12/12/2018 Eff Seq: 1 Last Updated By: 10068765

Begin Date	End Date	Ern Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Personalize	Find	Pr
09/01/2018	09/30/2018		000048663	4	441437DG	1580	79764	ADELS		LAFIN		\$53,000.00	\$635,999.94	\$1,665.85		3.143129	3.143129				
09/01/2018	09/30/2018		000040188	4	441437DG	1580	29538	ACENTK		LAFIN		\$53,000.00	\$635,999.94	\$1,700.08		3.207698	10.760000	HHS			\$189,600.00
09/01/2018	09/30/2018		000079438	4	441587YA	2000	29503	GENCOR		LAFIN		\$53,000.00	\$635,999.94	\$702.69		1.325849	4.447468	HHS			\$189,600.00
09/01/2018	09/30/2018		000042091	4	441437DG	1580	30486	CNSNTK		LAFIN		\$53,000.00	\$635,999.94	\$1,189.62		2.244576	7.529273	HHS			\$189,600.00
09/01/2018	09/30/2018		000045024	4	441437DG	1580	30771	PSYCE		LAFIN		\$53,000.00	\$635,999.94	\$1,542.07		2.909585	9.759999	HHS			\$189,600.00
09/01/2018	09/30/2018		000052492	4	441437DG	1580	31480	CTSI		LAFIN		\$53,000.00	\$635,999.94	\$1,722.19		3.249434	10.899999	HHS			\$189,600.00
09/01/2018	09/30/2018		000048657	4	441437DG	1580	31298	CONNS		LAFIN		\$53,000.00	\$635,999.94	\$3,951.57		7.455812	25.010000	HHS			\$189,600.00
09/01/2018	09/30/2018		000079439	4	441587YA	2000	29503	ADMCOR		LAFIN		\$53,000.00	\$635,999.94	\$702.69		1.325849	4.447468	HHS			\$189,600.00
09/01/2018	09/30/2018		000042091	4	441437DG	1580	30486	CNSNTK		LAFIN		\$53,000.00	\$635,999.94	\$1,802.37		3.400717	11.407468	HHS			\$189,600.00

Default Funding Distribution Preview Return to Funding Entry

Edit profile

Log out

Ricky Lee
 Primary Title:
 ADMIN ANL PRN 1
 Employee ID:
 10069907
 Service Date:
 09/19/1978

Monthly	Annual	Percentage
9,192.47	\$350,309.640000	55.080137
1,665.86	\$19,990.300000	3.143129
2,141.67	\$265,700.000000	41.776734
3,000.00	\$635,999.940000	100.000000

Find | View All | First 1 of 1 Last

Eff Seq: 0

Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Distribution %
4	4312871A	2000	19900	Q3F		LAFIN	100.000
4	4312871A	2000	19900	Q3F		LAFIN	100.000
4	4011371A	1580	62170			LAFIN	100.000
4	4011371A	1580	62170			LAFIN	100.000

Find | View All | First 1 of 2 Last

Eff Seq: 1 | Last Updated By: 10068765

n Cd	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	OTC Indicator	UC Monthly Salary	Annual Rate	Total Allocated Amt	\$ Amt Firm?	Percent of Pay	Percent of Effort	Cap Type	Cap Rate (Annual)	Prorated Cap Rate (Annual)	Prorated Cap Rate (Monthly)
	000048663	4	441437DG	1580	79764	ADELS		LAFIN		\$53,000.00	\$635,999.94	\$1,665.85		3.143129	3.143129				
	000040188	4	441437DG	1580	29538	ACENTK		LAFIN		\$53,000.00	\$635,999.94	\$1,700.00		3.207547	10.608424 HHS		\$192,300.00	\$192,300.00	\$16,025.00
	000079438	4	441587YA	2000	29503	GENCOR		LAFIN		\$53,000.00	\$635,999.94	\$702.69		1.325849	4.447468 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000042091	4	441437DG	1580	30486	CNSNTK		LAFIN		\$53,000.00	\$635,999.94	\$1,189.62		2.244576	7.529273 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000045024	4	441437DG	1580	30771	PSYCE		LAFIN		\$53,000.00	\$635,999.94	\$1,542.07		2.909585	9.759999 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000052492	4	441437DG	1580	31480	CTSI		LAFIN		\$53,000.00	\$635,999.94	\$1,722.19		3.249434	10.899999 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000048657	4	441437DG	1580	31298	CONNS		LAFIN		\$53,000.00	\$635,999.94	\$3,951.57		7.455812	25.010000 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000079439	4	441587YA	2000	29503	ADMCCOR		LAFIN		\$53,000.00	\$635,999.94	\$702.69		1.325849	4.447468 HHS		\$189,600.00	\$189,600.00	\$15,800.00
	000042091	4	441437DG	1580	30486	CNSNTK		LAFIN		\$53,000.00	\$635,999.94	\$1,802.37		3.400717	11.407468 HHS		\$189,600.00	\$189,600.00	\$15,800.00

- Edit profile
- Log out

Ricky Lee
 Primary Title:
 ADMIN ANL PRN 1
 Employee ID:
 10069907
 Service Date:
 09/19/1978

Empl ID: [redacted] Empl Rcd: 0
 Position Number: 40 PROF IN RES-HCOMP
 Fiscal Year: 2019 Budget Begin Date: 07/01/2018 Budget End Date: 06/30/2019

Funding Distribution Preview Find | View All First 1 of 2 Last

Date of Entry: 12/12/2018 Eff Seq: 1
 Begin Date: 09/01/2018 End Date: 09/30/2018 Total Monthly Amount: \$53,000.00 Percent of Pay: 100.00%

Em Cd	OTC Indicator	Combo Code	Location	Account/CC	FS Dept	Fund	Project	Sub Override	GL Bus Unit	Monthly Rate	Percent of Pay	Percent of Effort	Cap Rate (Annual)	Prorate Cap Rate (Annual)	Prorated Cap Rate (Monthly)
1	HSR	000048663	4	441437DG	1580	79764	ADELS		LAFIN	\$1,665.86	3.143129	3.143129			
2	HSR	N-OTC001	000058472	4	441437DG	1580	29538	ACENTK	LAFIN	\$1,700.08	3.207698	10.760000	\$189,600.00	\$189,600.00	\$15,800.00
3	HSR	Y-OTC001	000058473	4	4312871A	2000	19900	Q3F	LAFIN	\$4,002.72	7.552302	0.000000			
4	HSR	N-OTC002	000079440	4	441587YA	2000	29503	GENCOR	LAFIN	\$702.70	1.325849	4.447468	\$189,600.00	\$189,600.00	\$15,800.00
5	HSR	Y-OTC002	000058475	4	4312871A	2000	19900	Q3F	LAFIN	\$1,654.46	3.121619	0.000000			
6	HSR	N-OTC003	000079441	4	441437DG	1580	30486	CNSNTK	LAFIN	\$1,189.63	2.244576	7.529273	\$189,600.00	\$189,600.00	\$15,800.00
7	HSR	Y-OTC003	000058477	4	4312871A	2000	19900	Q3F	LAFIN	\$2,800.89	5.284697	0.000000			
8	HSR	N-OTC004	000058478	4	441437DG	1580	30771	PSYCE	LAFIN	\$1,542.08	2.909585	9.759999	\$189,600.00	\$189,600.00	\$15,800.00
9	HSR	Y-OTC004	000079460	4	4312871A	2000	19900	Q3F	LAFIN	\$3,630.72	6.850414	0.000000			
10	HSR	N-OTC005	000079461	4	441437DG	1580	31480	CTSI	LAFIN	\$1,722.20	3.249434	10.899999	\$189,600.00	\$189,600.00	\$15,800.00
11	HSR	Y-OTC005	000079462	4	4312871A	2000	19900	Q3F	LAFIN	\$4,054.80	7.650565	0.000000			
12	HSR	N-OTC006	000079463	4	441437DG	1580	31298	CONNS	LAFIN	\$1,349.36	2.545967	8.540269	\$189,600.00	\$189,600.00	\$15,800.00
13	HSR	Y-OTC006	000079464	4	4312871A	2000	19900	Q3F	LAFIN	\$3,176.98	5.994302	0.000000			
14	HSP	N-OTC007	000058481	4	441437DG	1580	31298	CONNS	LAFIN	\$496.61	0.937008	3.143129	\$189,600.00	\$189,600.00	\$15,800.00
15	HSP	Y-OTC007	000058457	4	4011371A	1580	62170		LAFIN	\$1,169.24	2.206121	0.000000			
16	HSN		000035391	4	4011371A	1580	62170		LAFIN	\$6,675.45	12.595196	12.595196			
17	HSN	N-OTC008	000079446	4	441437DG	1580	31298	CONNS	LAFIN	\$2,105.60	3.972836	13.326602	\$189,600.00	\$189,600.00	\$15,800.00
18	HSN	Y-OTC008	000058459	4	4011371A	1580	62170		LAFIN	\$4,957.50	9.353766	0.000000			
19	HSN	Y-OTC009	000058461	4	4011371A	1580	62170		LAFIN	\$1,654.46	3.121619	0.000000			
20	HSN	N-OTC009	000079465	4	441587YA	2000	29503	ADM COR	LAFIN	\$702.70	1.325849	4.447468	\$189,600.00	\$189,600.00	\$15,800.00
21	HSN	Y-OTC010	000058463	4	4011371A	1580	62170		LAFIN	\$4,243.58	8.006751	0.000000			
22	HSN	N-OTC010	000079466	4	441437DG	1580	30486	CNSNTK	LAFIN	\$1,802.37	3.400717	11.407468	\$189,600.00	\$189,600.00	\$15,800.00

FAU Monthly Preview | Submit to Funding Entry | Return to Salary Cap/ MCOP Funding Worksheet

- Edit profile
- Log out

Any Questions?

Contact Information

EFM Website

<http://ora.research.ucla.edu/efm/>

Yoon Lee

Phone: X40375

Email: yoan.lee@research.ucla.edu

UCPath CRU Website

<https://www.centralresourceunit.ucla.edu/>

Andrew Merki

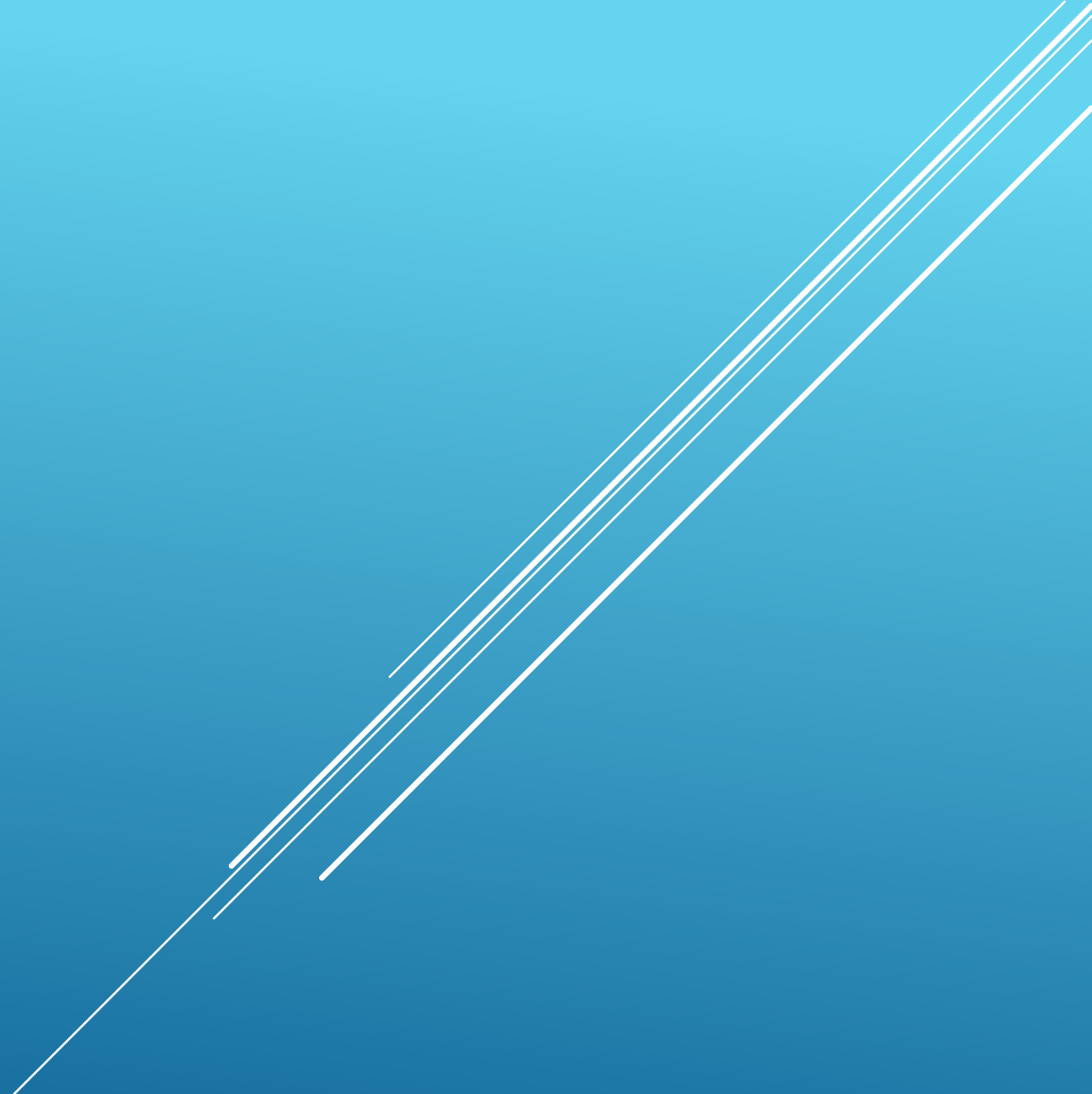
Phone: X40227

Email: andrew.merki@research.ucla.edu

EDGE UPDATES

Cicili Brown

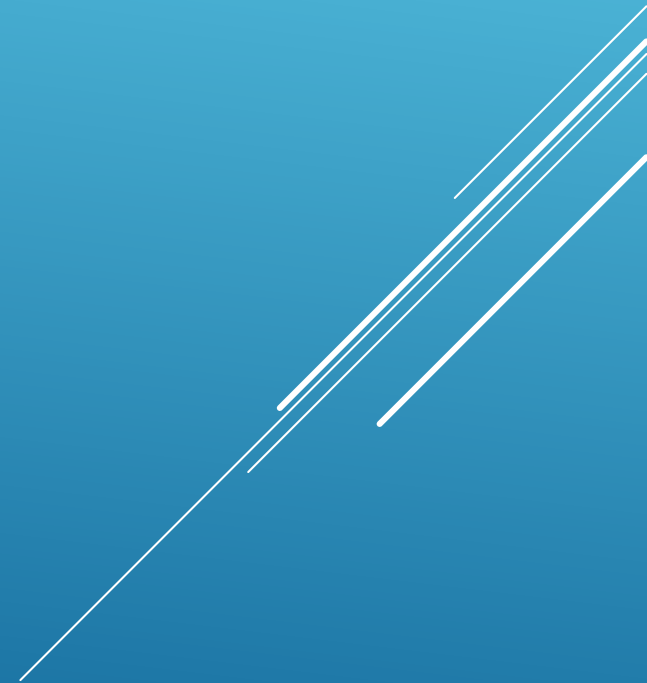
Research Policy & Compliance



- ▶ Frequently Asked Questions
 - ▶ How do I begin my investigator training/certification?
 - ▶ How do I remove drafts?
 - ▶ When was the last time I completed my PHS training or submitted my certification?
- ▶ Additional Updates to eDGE
 - ▶ Useful Documentation

CONTENTS

HOW DO I BEGIN MY INVESTIGATOR
TRAINING/CERTIFICATION?



My Views**Certification****Start Here****Welcome to eDGE**

Certification and Training Dates

Latest Certification Date:	5/8/2019	COI Training Date:	2/22/2019
Certification Expiration Date:	5/8/2020	Next COI Training Date:	2/22/2023

This page has links to all of the items applicable to your role as a discloser.

New Users: New users, please click the Create/Edit Certification button to complete your training and create your disclosure(s) if applicable. Refer to [How to Submit a Disclosure](#) for additional instructions.

My Inbox displays your disclosures.

My Disclosures tab provides your disclosures profile.

Useful Documentation:

- [How to submit a draft](#)
- [How to edit disclosures](#)
- [How to add a disclosure](#)
- [How to remove a disclosure](#)
- [How to review if disclosures are up to date](#)
- [How to respond to changes requested](#)

My Inbox

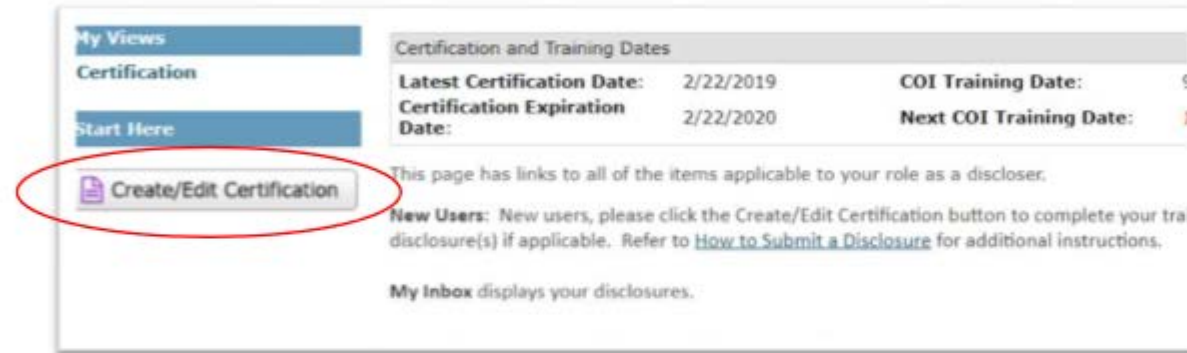
My Disclosures

My Inbox

ID	Name	Date Created	Date Modified	Status
DC00021424	Update to GRANT LYON's disclosures 4/19/2019	4/19/2019 1:01 PM	4/19/2019 1:18 PM	Administrative Review

How to submit a disclosure

1. Click "Create/Edit Certification":



The screenshot shows a user interface with a sidebar on the left containing 'My Views', 'Certification', and 'Start Here'. The main content area is titled 'Certification and Training Dates' and displays a table with the following information:

Latest Certification Date:	2/22/2019	COI Training Date:	5/22/2019
Certification Expiration Date:	2/22/2020	Next COI Training Date:	5/22/2020

Below the table, there is a button labeled 'Create/Edit Certification' which is circled in red. The text below the button reads: 'This page has links to all of the items applicable to your role as a discloser. New Users: New users, please click the Create/Edit Certification button to complete your trail disclosure(s) if applicable. Refer to [How to Submit a Disclosure](#) for additional instructions. My Inbox displays your disclosures.'

2. Read "What To Disclose Page" and answer questions:

Disclosure Update for CICILI BROWN : What to Disclose

The PHS regulations require disclosure by the Investigator of the Significant Financial Interests of the Investigator and, except for travel, the Significant Financial Interests of the Investigator's spouse or registered domestic partner, or dependent children that:

* Do you, your spouse or registered domestic partner, or dependent children have any financial interests as defined above?

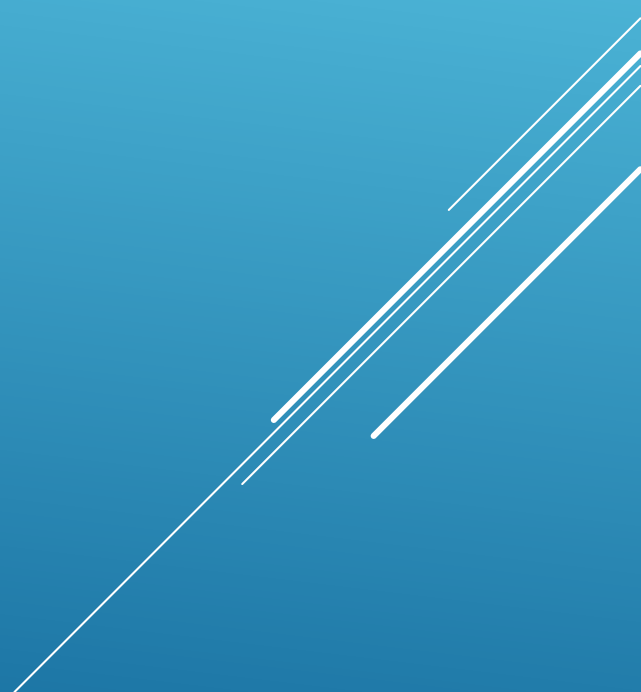
Yes No [Clear](#)

* Are you an Investigator on any active awards funded by research sponsors that require compliance with these PHS regulations?

Yes No [Clear](#)

3. Click "Continue".

HOW DO I REMOVE DRAFTS?



Welcome to eDGE

Certification and Training Dates

Latest Certification Date:	3/19/2019	COI Training Date:	2/22/2019
Certification Expiration Date:	3/19/2020	Next COI Training Date:	2/22/2023

This page has links to all of the items applicable to your role as a discloser.

New Users: New users, please click the Create/Edit Certification button to complete your training and create your disclosure(s) if applicable. Refer to [How to Submit a Disclosure](#) for additional instructions.

My Inbox displays your disclosures.

My Disclosures tab provides your disclosures profile.

Useful Documentation:

- [How to submit a draft](#)
- [How to edit disclosures](#)
- [How to add a disclosure](#)
- [How to remove a disclosure](#)
- [How to review if disclosures are up to date](#)
- [How to respond to changes requested](#)

My Inbox

My Disclosures

My Inbox

ID	Name	Date Created	Date Modified	Status
DC00021424	Update to GRANT LYON's disclosures 4/19/2019	4/19/2019 1:01 PM	4/19/2019 1:18 PM	Administrative Review

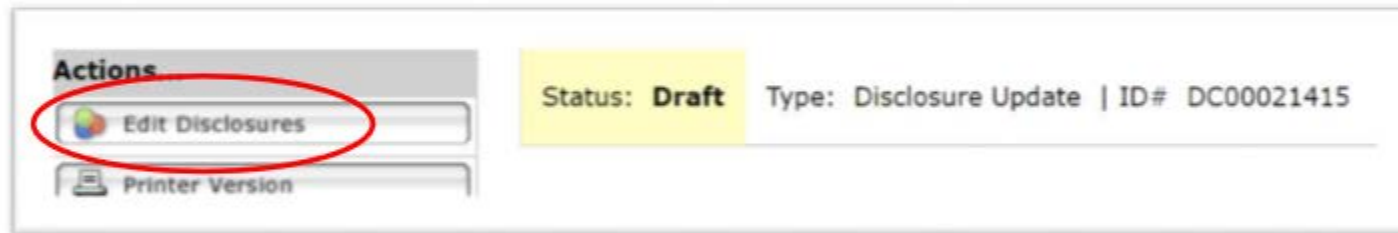
How to submit a draft

1. Click on your draft:



My Inbox		My Disclosures				
My Inbox						
ID	Name	Date Created	Date Modified	Status		
DC00021415	Update to CICILI BROWN's disclosures 2.22.2019	2/22/2019 8:32 AM	2/22/2019 8:42 AM	Draft		
DC00021410	Update to CICILI BROWN's disclosures 12.6.2018	12/6/2018 12:11 PM	2/22/2019 8:31 AM	Administrative Review		

2. Click on "Edit Disclosures":



Actions

[Edit Disclosures](#)

[Printer Version](#)

Status: **Draft** Type: Disclosure Update | ID# DC00021415

3. Answer questions and click "Continue":

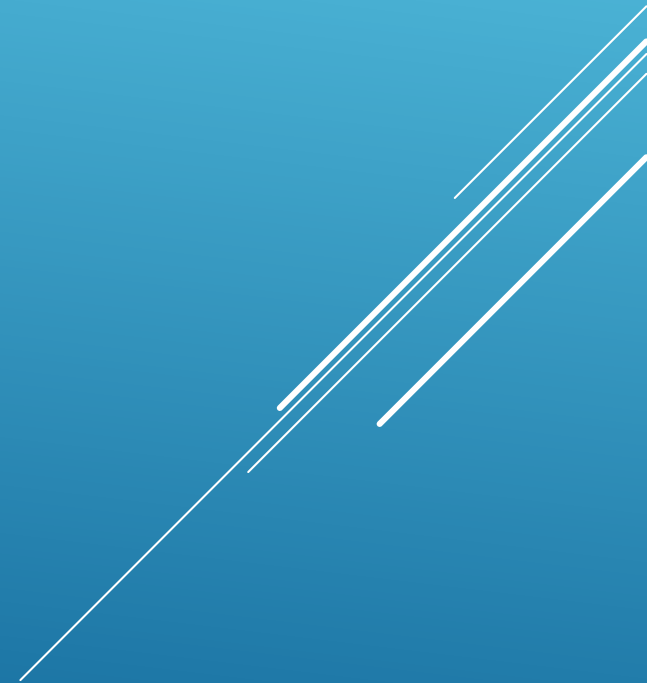


Do you, your spouse or registered domestic partner, or dependent children have any financial interests as defined above?
* Yes No [Clear](#)

* Are you an Investigator on any active awards funded by research sponsors that require compliance with these PHS regulations?
* Yes No [Clear](#)

< Back Save | Exit | Hide/Show Errors | Print... | Jump To: What to Disclose >> **Continue >>**

WHEN WAS THE LAST TIME I COMPLETED
MY PHS TRAINING OR SUBMITTED MY
CERTIFICATION?



[My Views](#)[Certification](#)[Start Here](#)**Welcome to eDGE**

Certification and Training Dates

Latest Certification Date:	5/8/2019	COI Training Date:	2/22/2019
Certification Expiration Date:	5/8/2020	Next COI Training Date:	2/22/2023

This page has links to all of the items applicable to your role as a discloser.

New Users: New users, please click the Create/Edit Certification button to complete your training and create your disclosure(s) if applicable. Refer to [How to Submit a Disclosure](#) for additional instructions.

My Inbox displays your disclosures.

My Disclosures tab provides your disclosures profile.

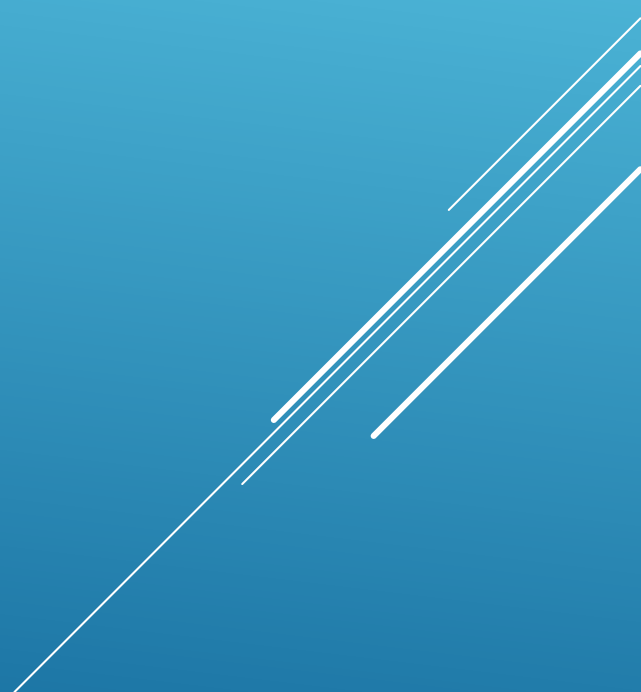
Useful Documentation:

- [How to submit a draft](#)
- [How to edit disclosures](#)
- [How to add a disclosure](#)
- [How to remove a disclosure](#)
- [How to review if disclosures are up to date](#)
- [How to respond to changes requested](#)

[My Inbox](#)[My Disclosures](#)**My Inbox**

ID	Name	Date Created	Date Modified	Status
DC00021424	Update to GRANT LYON's disclosures 4/19/2019	4/19/2019 1:01 PM	4/19/2019 1:18 PM	Administrative Review

USEFUL DOCUMENTATION



Welcome to eDGE

Certification and Training Dates

Latest Certification Date:	5/8/2019	COI Training Date:	2/22/2019
Certification Expiration Date:	5/8/2020	Next COI Training Date:	2/22/2023

This page has links to all of the items applicable to your role as a discloser.

New Users: New users, please click the Create/Edit Certification button to complete your training and create your disclosure(s) if applicable. Refer to [How to Submit a Disclosure](#) for additional instructions.

My Inbox displays your disclosures.

My Disclosures tab provides your disclosures profile.

Useful Documentation:

- [How to submit a draft](#)
- [How to edit disclosures](#)
- [How to add a disclosure](#)
- [How to remove a disclosure](#)
- [How to review if disclosures are up to date](#)
- [How to respond to changes requested](#)

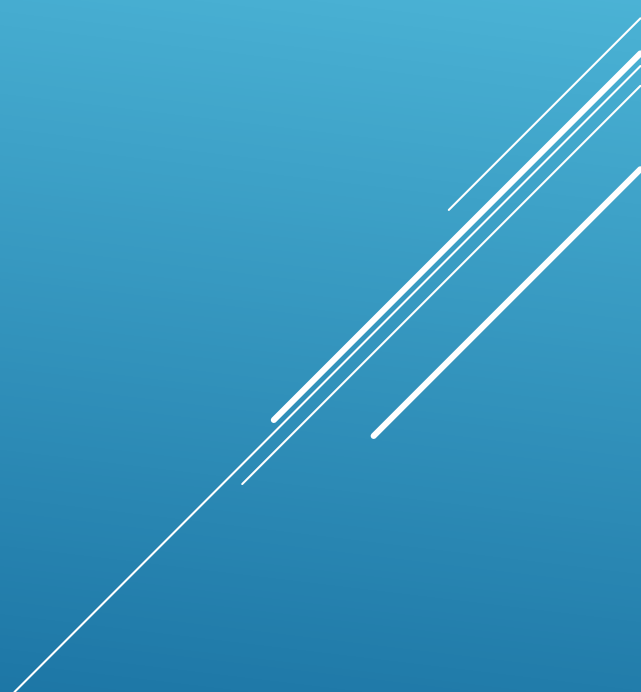
My Inbox

My Disclosures

My Inbox

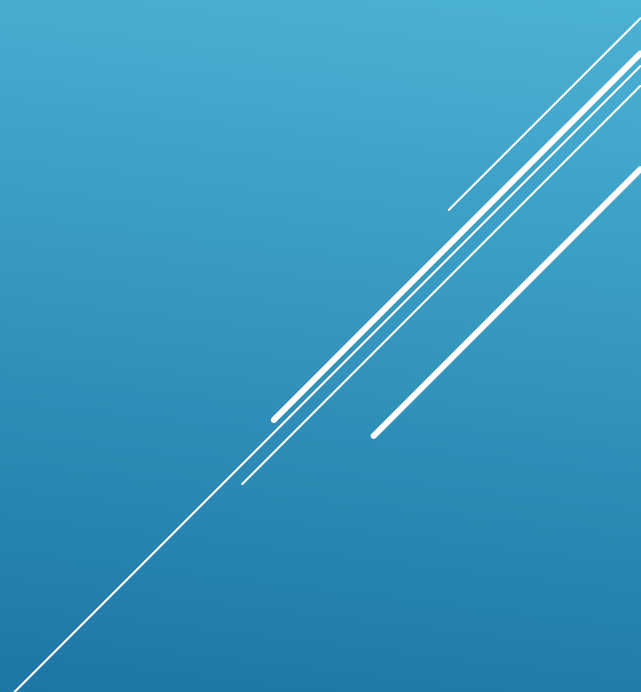
ID	Name	Date Created	▼ Date Modified	Status
DC00021424	Update to GRANT LYON's disclosures 4/19/2019	4/19/2019 1:01 PM	4/19/2019 1:18 PM	Administrative Review

QUESTIONS?



RPCHELP@RESEARCH.UCLA.EDU

Contact



OHRPP updates

Updates to HIPAA forms



Training Opportunities



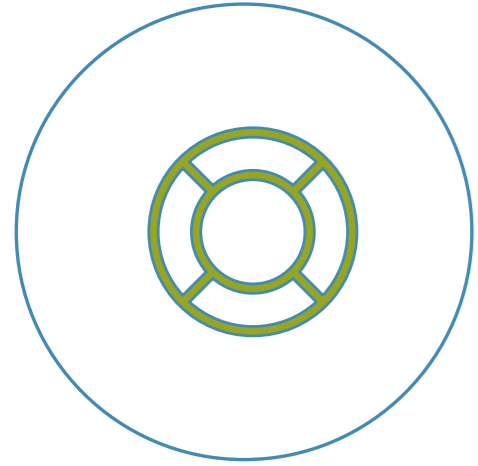
Guidance Documents Updates



Subscribe to HRN



HIPAA Authorization Forms - Update



HIPAA authorization forms for research were previously hosted as a courtesy on the OHRPP website:

- They were only available in English and Spanish

The OHRPP website now includes a link to UCOP-compliant HIPAA forms:

- They are available in 10 languages (English, Spanish, Russian, Mandarin, Vietnamese, Farsi, Cambodian, Korean, Tagalog, Arabic)
- These are current forms for use throughout the UC system (last revised 2014)

➤ *For questions about HIPAA authorization for research forms, please contact: UCLA Health Office of Compliance Services, Privacy Division (310) 794-8638*

OHRPP Training Opportunities - Reminder



OHRPP Quality Improvement Unit *will come to your division/department for IRB-related training, customized to your needs.*

Recent examples include:

- IRB Basics for 1st year PhD Nursing students
- Revised Common Rule: updates for Children's Discovery and Innovation Institute

➤ ***To request a training, please contact:
OHRPP Assistant Director, Education & Quality Improvement
Moore Rhys (310) 794-6339 or moore.rhys@research.ucla.edu***

OHRPP Guidance Documents - Update



To reflect changes with the revised common rule, 2 more guidance documents have been updated:

- ***Certification of Exemption from IRB Review***
 - ***Levels and Types of IRB Review***
- Both were updated to reflect procedure changes for no OHRPP/IRB expiration date for minimal risk research and updated regulatory references to reflect the Revised Common Rule

➤ *For more information on the roll-out of the revised common rule, please visit:*

<http://ora.research.ucla.edu/OHRPP/Pages/RevisedCommonRule.aspx>

OHRPP “Human Research News” - Reminder



To be the first to know when OHRPP releases guidance and other updates, please subscribe to our listserv

- *To subscribe, send an email (blank subject and body) to: investigators-l+subscribe@lists.ucla.edu*



Research Administration Forum

Office of Contract and Grant Administration

May 9, 2019

The UCLA logo consists of the word "UCLA" in white, bold, sans-serif capital letters, centered within a solid blue rectangular background.

Office of Contract & Grant Administration

Agenda

- REMINDER: State of California Indirect Cost Rate
- ATTENTION: Updated EPASS
- TRENDING TOPIC: Foreign Influence

State of California Indirect Cost Rate

REMINDER

Facilities	Administration	Total Rate	Base	Effective Date
0%	25%	25%	MTDC	January 1, 2016
5%	25%	<u>30%</u>	MTDC	July 1, 2019
10%	25%	35%	MTDC	July 1, 2020
15%	25%	40%	MTDC	July 1, 2021

Based on Start Date

State of California Indirect Cost Rate

WHY?

Letter to UC Chancellors dated February 12, 2019 from the Executive Vice President and Chief Financial Officer

“The commitment to gradually increase indirect cost recovery for agreements from State of California agencies is part of our larger effort to fully recover the costs of extramural projects conducted at the University. Recovering the full cost of a project ensures that we maintain our infrastructure and the quality of our research and training. UC and CSU simply cannot subsidize these costs.”

Updated EPASS

ATTENTION

EPASS updated on 4/12/2019

- Does this project involve activities outside the U.S. or partnership with International Collaborators, whether funded or not funded?
 - If yes, list country(ies) in the *Remarks* section

FOREIGN INFLUENCE

TRENDING TOPIC

In the news ...

- About three weeks ago, the University of Texas MD Anderson Cancer Center moved to fire three scientists flagged by the NIH over violations of agency rules

FOREIGN INFLUENCE: DoD

National Defense Authorization Act for FY 2019 (NDAA)

Section 889 titled “PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT”

- Executive agencies may not expend loan or grant funds to procure or obtain, extend or renew a contract for covered telecommunications equipment or services or with any entity employing such equipment
- Includes Huawei and ZTE among other companies

FOREIGN INFLUENCE: DoD

National Defense Authorization Act for FY 2019 (NDAA)

Section 1091 titled “PROHIBITION OF FUNDS FOR CHINESE LANGUAGE INSTRUCTION PROVIDED BY A CONFUCIUS INSTITUTE”

- “None of the funds authorized to be appropriated by this Act or otherwise made available for the Department of Defense may be obligated or expended to support a Chinese language program at an institution of higher education that hosts a Confucius Institute”

FOREIGN INFLUENCE: DoD

National Defense Authorization Act for FY 2019 (NDAA)

Section 1286 titled “INITIATIVE TO SUPPORT PROTECTION OF NATIONAL SECURITY ACADEMIC RESEARCHERS FROM UNDUE INFLUENCE AND OTHER SECURITY THREATS”

- To support protection of intellectual property, controlled information, key personnel, and information about critical technologies relevant to national security
- To limit undue influence, including through foreign talent programs, by countries to exploit United States technology within the Department of Defense research, science and technology, and innovation enterprise

FOREIGN INFLUENCE: DoD

SECTION 1286 CONTINUED ...

Section 1286 requires development of the following:

- “training and other support for academic institutions to promote security and limit undue influence on institutions and personnel”
- “assess whether individuals affiliated with Department of Defense programs have participated in or are currently participating in foreign talent programs or expert recruitment programs”

FOREIGN INFLUENCE: DoD

SECTION 1286 CONTINUED ...

Memo from the Under Secretary of Defense dated March 20, 2019

- All new DoD Notices of Funding Opportunities pertaining to research and research-related educational activities shall require Other Support “for all key personnel, whether or not the individuals’ efforts under the project are to be funded by the DoD”

FOREIGN INFLUENCE: NIH

August 2018

- NIH Director's "Dear Colleague Letter" dated August 20, 2018
- "Diversion of intellectual property (IP) in grant applications or produced by NIH-supported biomedical research to other entities, including other countries"
 - "Sharing of confidential information on grant applications by NIH peer reviewers with others, including foreign entities, or otherwise attempting to influence funding decisions"

FOREIGN INFLUENCE: NIH

December 2018

NIH Director's "Dear Colleague Letter" dated August 20, 2018

- "Failure by some researchers working at NIH-funded institutions in the U.S. to disclose substantial resources from other organizations, including foreign governments, which threatens to distort decisions about the appropriate use of NIH funds."

Dr. Collins reminds us all that "all applications and progress reports include all sources of research support, financial interests, and relevant affiliations"

FOREIGN INFLUENCE: NIH

December 2018

NIH Advisory Committee to the Director – December 2018 Report

- “small numbers of scientists have committed serious violations of NIH’s policies and systems by not disclosing foreign support (i.e., grants), laboratories, or funded faculty positions in other countries.”
- “Issues identified by NIH include not disclosing foreign financial conflicts; not fully and accurately disclosing other financial support during grant application, award, and implementation processes; and not disclosing conflict of commitment.”

FOREIGN INFLUENCE: NIH

December 2018

NIH Advisory Committee to the Director – December 2018 Report

- “In some instances, foreign scientists have failed to disclose other affiliations and positions that often come with resources and equities.”

There are multiple opportunities to disclose all other funding support

- Proposal
- JIT
- Progress Reports

FOREIGN INFLUENCE: What's Next?

April 2019

NSF Letter dated April 24, 2019

- Response to Congressional inquiry hinted at changes to their Current and Pending instructions
 - “NSF is currently in the process of developing a clear, standardized, web-based disclosure form for researchers to list all sources of current and pending support”

... Possible updates after this month's FDP Meeting

Any Questions?

UC Rate: <https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/indirect-cost-recovery/state-of-california.html>

Contact Information

Jim Fong, Assistant Director

Phone: 310-794-0608

Email: jim.fong@research.ucla.edu